

ROBERT L. JAMES

Chief of Police



- POLICE (609) 641-3122
- ADMINISTRATIVE BUSINESS (609) 641-2832
- FAX (609) 646-9539

# NORTHFIELD POLICE DEPARTMENT

1600 SHORE ROAD  
NORTHFIELD, NEW JERSEY 08225

DETAIL APPLICATION: **REQUEST FOR POLICE SERVICES BY OUTSIDE CONTRACTOR**

RATE OF PAY: \$55.00 per hour, per officer. There will be a minimum of four hours per officer, per detail.

PAYMENT: Payment is due in advance for all pre-scheduled details. Payment for services is expected prior to the assignment of officers. In the event of an emergency detail, payment is due at the conclusion of the detail. Payment must be made payable to the City of Northfield, NJ.

CANCELLATION POLICY: Contractors must notify the Northfield Police Department's Communications Department of the cancellation (cancellation of detail / police services) at (609) 641-3122. This notification must be completed no later than two hours prior to the detail's scheduled start time. Failure to properly notify our Communications Department will result in the payment of the minimum number of hours (four hours per officer), payable by the contractor.

REQUESTING CONTRACTOR INFORMATION						
Name:						
Actual Address:						
Mailing Address:						
Telephone Number:						
Fax Number:						
Emergency Contact Number:						
DETAIL DATES, TIMES, and LOCATION INFORMATION						
Start Date:				Anticipated Finish Date:		
Start Time:			Finish Time:	Total Hours:		
Actual Detail / Project Location:						
Initial Briefing Location:						
TYPE OF DETAIL (POLICE SERVICE) REQUESTING						
	Traffic Direction	Number of Officers:				
	Traffic Plan Attached, if required:		___ YES	___ NO		
	Traffic Plan Approved By, if required:		___ City	___ County		
	Police Security	Number of Officers:				
Miscellaneous Detail Information:						

CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OFFICIAL POLICE USE:  
Officer(s) Assigned:

Detail Confirmed: